



KATHY HOCHUL
Governor

**Homes and
Community Renewal**

RUTHANNE VISNAUSKAS
Commissioner/CEO

**Housing
Trust Fund
Corporation**

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Fair Housing Initiatives Associate

New York, NY

New York State Homes and Community Renewal (HCR) fosters the creation and preservation of high quality affordable housing for New Yorkers, while working strategically to revitalize neighborhoods and communities throughout the Empire State. Working under the leadership of Governor Kathy Hochul and Commissioner RuthAnne Visnauskas, HCR is a vibrant, innovative Agency that integrates and leverages New York State's housing and housing finance resources. We have offices in New York City, Albany, Buffalo and Syracuse, and employ a diverse workforce of professionals who are hard-working and committed to serving low- and moderate-income families. Our mission is far reaching, encompassing single and multi-family housing finance, home improvement, rent control, housing subsidies, and community development. We partner regularly with a variety of public and private stakeholders.

Achieving this mission requires a wide range of skills and backgrounds in public policy, administration, real estate, architecture, finance, law and many other areas of expertise. We seek to provide a workplace environment that is productive, flexible, accountable, ethical and caring. Our employees are empowered to make a difference where they live and work. We offer competitive pay and a comprehensive benefits package, including paid leave, health, dental, vision, and retirement and family-friendly policies.

FAIR AND EQUITABLE HOUSING OFFICE (FEHO) MISSION:

FEHO is committed to removing barriers to housing at the state level and to affirmatively further fair housing. Part of this effort is conducting periodic assessments of fair housing throughout the state and creating goals and action items to further fair housing based on the results of these assessments. FEHO also oversees Section 3 compliance of grantees/subgrantees to ensure that economic opportunities generated by U.S. Department of Housing and Urban Development (HUD) financial assistance are, to the greatest extent feasible, directed to low-income persons.

RESPONSIBILITIES:

- Draft and manage deadlines and deliverables with respect to assessments of fair housing reports conducted every five years with interim abbreviated reporting due every two years, in accordance with State and federal law.
- Assist Director in creating policies regarding reporting of assessment of fair housing accomplishments by entities statewide.
- Lead a continuous dialogue with internal and external stakeholders including tenant advocates, fair housing organizations, housing developers, and residents. Methods can include trainings, round tables, focus groups, surveys and interviews, among others.

- Conduct or arrange technical assistance and training on the duty to affirmatively further fair housing found in both state and federal law;
- Liaise with research and data team as well as program area leaders to create data and other reporting regarding fair housing issues, achievements and gaps.
- Project manage the completion of goals and action items set forth in fair housing planning documents.
- Assist Director to develop and implement internal policies, procedures and best practices to ensure HCR's programs are satisfying fair housing requirements;
- Stay up to date on housing issues throughout the state and nationally to inform the assessments and goals/actions items generated.
- Present finding and action items to internal and external stakeholders.
- Undertake special projects and assignments as assigned by Director and HCRs Executive Team.

REPORTS TO:

Director, Fair and Equitable Housing Office

QUALIFICATIONS:

- Bachelor's degree and 4 to 7 years in housing or land use law and/or policy;
- Experience creating and implementing policies and initiatives;
- Experience conducting public and stakeholder outreach and presentations;
- Ability to travel approximately once a month;
- Ability to describe data tables and maps with easy-to-read narratives;
- Excellent oral communication and presentation skills
- Excellent analytical and writing skills

This job description is not intended to be all-inclusive, and the employee will also perform other reasonably related business duties as assigned.

Instructions for Applicants:

All applicants must submit a resume and cover letter. Any applications that do not include a cover letter will be deemed incomplete and will not be reviewed.

[To Apply, Click Here](#)

WHAT WE OFFER:

- Extensive benefits package including paid leave, excellent health, dental, vision and retirement benefits;
- Promotion opportunities for dedicated professionals.
- Hybrid telecommuting plan available

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